

**CHESAPEAKE CITY PLANNING COMMISSION
REGULAR MONTHLY MEETING**

Minutes for
April 2, 2008
6:30 pm

Bill Miners, Chair
Frank Hill
Lee Hutton
Harry Sampson
Rich Taylor
Nick Visser
Tom Wheeler
Crystal Jordan, Town Administrator

Bill Miners brought the meeting to order at 6:30pm

Public Comment

Councilman Lee Collins asked the Planning and Zoning Commission to submit budget requests for the upcoming year.

Approval of the minutes from February 6th and March 5, 2008

Frank Hill made the motion to accept the February 6th minutes with correction to item #5 (inclusion of address.) Harry Sampson 2nd.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

Frank Hill made the motion to accept the March 5th minutes (with spelling correction – item #1.) Lee Hutton 2nd.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

Staff Reports

CNA has not submitted plans for URS for Chesapeake Village. Frank Hill questioned if a public works agreement has been started. Chris Rogers (URS) said that an agreement is not necessary at this point. At the point of Final Plat Approval the public works agreement should then be started. Frank requested that the town put its intentions in writing so there is no confusion later.

Action Items

1. 200 Bohemia Avenue – Hang boutique sign outside perpendicular to the wall from a shutter with wrought iron hanging system.

Rich Taylor made the motion to approve as submitted with the understanding that the sign be no larger than 11' X 17" and the bottom be at least 7' above sidewalk. Tom Wheeler 2nd.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

2. 109 Bohemia Avenue – Hang 20” X 24” sign.

Tom Wheeler made the motion to approve. Lee Hutton 2nd. Nick Visser recused himself from voting.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

3. 323 Biddle Street – Erect 3ft. vinyl picket fence across front property line.

Frank Hill made the motion to approve as submitted with the understanding that removed shrubs be replaced. Nick Visser 2nd.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

4. 203 Bohemia Avenue – Establish residential business with signage.

Harry Sampson made the motion to approve 192 sq. ft. shop as submitted and sign 18” X 6 ¾” as submitted. Tom Wheeler 2nd.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

Note: Change of Use to be removed from this application.

5. 201 Lock Street – Install fence around perimeter of property; reinstall an 8’ X 8’ tool shed: Install overhang over side door and replace rotten wood steps.

Lee Hutton made the motion to approve a 4’X4’ landing on the North side of house with a 4’ X 4’ canopy (roof.)With the fence permit tabled until May. Harry Sampson 2nd.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

Note: Homeowner would like to remove sidewalk from property. Town has to consult with attorney and Buddy Sheppard to find out if that is possible. Shed does not require a permit. Fence to be addressed at May meeting. Homeowner was advised to apply for Appeals Board meeting (for fence) as soon as possible to get on the schedule.

6. 325 Cecil Street – Front and rear wooden stoop and steps.

Harry Sampson made the motion to approve concrete 3’X3’ or larger in the front of house and in compliance with architectural standards with wooden steps approved for rear contingent upon drawing being submitted to Town Hall.

Vote **Aye – All in Favor**
 Nay – 0
 Motion carried.

Tom Wheeler made a motion to deny the permit to use existing windows. Frank Hill 2nd.

Vote **Aye – All in Favor**
 Nay – 0
 Motion Carried

Discussion: Homeowner protested the need to change windows in house to comply with Architectural Design Standards. Commission said that compliance was required. Homeowner was told that he was made aware of design standards at the time he initially applied for permit.

Discussion

1. Frank Hill brought up a Hair Salon at 200 Bohemia Avenue (On Location Hair Studio) that was never applied for or approved. Should there be a Change of Use?

Owner agreed to apply for a permit for sign and Change of Use. Owner was advised that she needed other approvals from the county such as Plumbing and Health Department.

2. Bill Miners - Comprehensive Plan Update – The town has received 2 bids. Further discussion is needed at the next workshop.

3. Bill Miners - Funding may be available from WILMAPCO for help with Comprehensive Plan. Have applied for \$35,000.00.

Tom Wheeler made the motion to adjourn at 8:30pm. 2nd Harry Sampson

Vote Aye – All in favor

Nay – 0

Motion carried.